

City of Seattle Human Services Department (HSD)  
Southwest Seattle Weed & Seed  
Request For Investments (RFI)

**INTRODUCTION**

Southwest Seattle Weed & Seed, through the City of Seattle Human Services Department, is offering interested organizations an opportunity to request an investment to reduce youth involvement in violence, gang, and/or drug-related activities. There is \$95,000 of Weed & Seed core funding available for youth violence prevention programs and \$20,000 of Drug Free Communities funds for one youth substance abuse prevention program. Agencies may apply for both Weed & Seed and DFC funds, however, a separate proposal and budget must be submitted for each investment area. Initial awards will be made for the period of January 1, 2007 – December 31, 2007. Future investments for 2008 and 2009 will be contingent upon performance and funding availability. Programs invested in as a result of this RFI will have cost-reimbursable contracts.

**TIMELINE**

RFI Issued:	August 18, 2006
Information Session Rainier Beach Library, 9125 Rainier Ave. South, Seattle	Tuesday, August 29, 2006 1:30 p.m. – 3:30 p.m.
Information Session Seattle Police Dept. Southwest Precinct Community Room 2300 SW Webster, Seattle	Thursday, August 31, 2006 10:00 a.m. - Noon
<b>Original and ten (10) copies of Proposals due:</b>	<b>Friday, September 29, 2006 No later than 5:00 p.m.</b>
Review of Proposals	October 2 - October 15, 2006
Planned Proposal Interviews	Week of October 16, 2006
Planned Award Notification	Friday, November 3, 2006

**WEED & SEED INVESTMENT AREA**

Weed & Seed, a community-based strategy sponsored by the U.S. Department of Justice (DOJ), is a multi-agency approach to law enforcement, crime prevention, and community revitalization. The goal is to prevent, control, and reduce violent crime, drug abuse, and gang activity in over 300 designated high-crime neighborhoods across the country. Seattle Weed & Seed activities contribute to two of Mayor Greg Nickels' priorities for the City of Seattle: *Build Strong Families and Healthy Communities* and *Keep Our Neighborhoods Safe*. Federal investments are combined with community resources to prevent crime and violence and to promote youth and family involvement in positive activities.

The strategy involves a partnership approach. Law enforcement agencies cooperate in “weeding out” violent crime and community-based social service agencies collaborate to “seed” human services, including prevention, intervention, and treatment programs. The four basic Weed & Seed components include: 1) Law Enforcement, 2) Community Policing, 3) Prevention, Intervention, & Treatment, and 4) Neighborhood Restoration.

Prior to the Weed & Seed intervention, crime in the Southwest Seattle site had been rising at an alarming rate that would have continued without increased police presence in the area. The area had a long history of very high levels of violent crime, including homicide, rape, assaults, and robberies. Through a community input process, Weed & Seed funds were obtained to address the following Prevention, Intervention & Treatment gaps in service:

- Lack of positive opportunities as alternatives for drug, crime, and illegal gang activity (ex. opportunities for youth to increase educational, employment, and life skills)
- Lack network and community support for youth involved in the juvenile justice system
- Lack of relationships between law enforcement and community-based organizations to coordinate intervention efforts for youth who exhibit problem behaviors
- Lack of opportunities to increase positive relationships between youth, community members, and law enforcement

This RFI addresses the above needs and focuses the results of Weed & Seed services on reducing youth involvement in violent crime, illegal gang and drug activities and increasing their community attachment. The following is a list of indicators specific to Weed & Seed's goals that demonstrate a youth's progress towards reduced involvement in violent, gang, or drug-related behavior. Competitive proposals will address at least one indicator from both violence prevention and increased community attachment areas.

#### *Youth Violence Prevention*

- Youth understand the dynamics and impact of gang and/or other types of violence
- Youth learn and employ strategies that enable them to avoid/resist/diffuse violent situations
- Youth demonstrate ability to cope with negative emotions and/or aggressive urges
- Youth participate in violence-free activities
- Youth avoid/reduce incidents of violence/abuse

#### *Increased Community Attachment*

- Youth engage in civic activities
- Youth are involved in social community activities
- Youth support their communities through volunteering

### **DRUG FREE COMMUNITIES INVESTMENT AREA**

In conjunction with Weed & Seed efforts, funds from Drug Free Communities are leveraged to support the goal of reducing participation and involvement in drug activities. Drug Free Communities (DFC) is a community-based anti-drug program managed by the Substance Abuse and Mental Health Services Administration (SAMHSA). DFC seeks to reduce substance abuse among youth and adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse. DFC supports the establishment and strengthening of collaborations among communities, private nonprofit agencies, and Federal, State, local & tribal governments. Community coalitions are funded to organize efforts to prevent youth substance abuse, strengthen those coordination and prevention efforts, and disseminate information about effective programs.

The DFC funds available in this RFI are for direct services. As defined by DFC, direct services are those where the primary focus of the intervention is on providing a distinct and ongoing service or activity for a specific individual or group of individuals. The performance of services would likely take place in a consistent venue. The service recipient is likely referred, directed or enrolled. Applicants applying for DFC funds will address at least one of the following indicators:

*Reduce Youth Substance Abuse*

- Youth gain understanding of alcohol/substance abuse
- Youth gain understanding of the impact of alcohol/substance abuse on self/community
- People gain knowledge of available services to prevent/treat alcohol/substance abuse

## **MILESTONES**

Agencies funded through this process will also report on milestones towards the achievement of program indicators. Milestones will include the number of youth who complete the enrollment process, participate in services on a regular basis, and achieve program indicators. Milestones will be developed during contract development and will be used as a guide for needed modifications if an agency is not achieving indicators.

## **PRIORITY POPULATION**

Weed & Seed services are intended for low-income youth, primarily between the ages of 11-19 years old who live or go to school in the Weed & Seed site. Client addresses will be verified through periodic reporting to HSD.

Priority will be given to investing in agencies that focus services to high-risk youth. For the purposes of this RFI, “high-risk youth” is defined as youth who have two or more of the following issues:

- history of truancy
- school disciplinary actions
- low school achievement
- involvement in the juvenile justice system
- gang-involvement
- history of abuse of drugs and/or alcohol

Priority will be given to programs that serve people who have a history of underreporting crimes and who have negative perceptions of interacting with the police, e.g. recent immigrant communities, people of color, and non-English speakers.

Priority will be given to investing in programs that provide services in the Weed & Seed site. Please see attached map for further clarification of boundaries (Attachment #5). Site boundaries are as follows:

- North: Southwest Holden Street
- East: 8<sup>th</sup> Avenue Southwest
- West: 28<sup>th</sup> Avenue Southwest & 20<sup>th</sup> Avenue Southwest
- South: Southwest 107<sup>th</sup> & 108<sup>th</sup> Streets

## GIVENS AND ASSUMPTIONS

Givens and assumptions assist potential RFI responders to evaluate their ability to deliver the desired results.

*GIVENS are required for program to qualify for investment:*

- Program budget must have 25% cash or in-kind match. Match cannot be federal funds.
- Participants must live or go to school in the Southwest Weed & Seed site
- Respond to cultural and linguistic needs of youth and their families
- Program staff will participate and provide program updates at neighborhood safety and Weed & Seed Steering Committee meetings at least quarterly.
- Provide a comprehensive network of support for youth by actively collaborating with appropriate community partners including but not limited to: public schools, Public Health – Seattle & King County, community recreation centers, and other community-based agencies.
- Program will have an active collaboration and partnership with Seattle Police Department, King County Sheriff's Office, Probation Officers and other juvenile justice organizations to enhance community relationships with law enforcement.
- Provide a safe and supportive learning environment regardless of race, gender, gender identity, socio-economic status, and/or physical ability
- There will be no religious content in the services provided, no requirement to join religious organizations or attend religious events or services, and no discrimination in participation or employment based on religious affiliation.
- Ability to develop, measure, and track realistic outcomes for youth
- Any work that the applicant organization intends to subcontract to other entities must be detailed in the proposal.
- Selected agencies will comply with Weed & Seed requirement for background checks of agency staff and/or volunteers who work directly with youth in the Weed & Seed funded program. Automatic disqualifiers are when an individual, as an adult, perpetrated any crime involving a child or dependent adult regardless of how long ago the incident occurred, or any violent crime within the past 10 years. Weed & Seed covers the cost of the background checks and no details pertaining to the background check will be disclosed to Steering Committee members.

*ASSUMPTIONS reflect beliefs regarding high quality youth violence prevention programs.*

- A quality program has staff who reflects the cultural, language, and ethnic backgrounds of their participants.
- An experiential service approach that includes culturally and developmentally appropriate skill and competency building activities contributes to the youth violence prevention goals.
- Quality youth programs engage and motivate youth.
- Effective youth programs build on the inherent strengths, capabilities, and skills of each youth and recognize the important roles that peers, families, schools, neighborhoods, youth organizations, and other communities play in shaping young people's lives.
- The ability of program staff to network, share resources, and collaborate with law enforcement and other community-based partners contributes to program success.

## KEY STAFF

**Program Staff** – Program staff are the key people who deliver services and are critical to the program's success. They must have experience and a record of success providing culturally and developmentally appropriate services to high-risk youth.

**Supervisors** - Those who supervise the staff and have program oversight are equally responsible for the achievement of results.

## AGENCY ELIGIBILITY

Proposals meeting the requirements of this RFI will be accepted from any legally constituted entities that meet the following conditions:

- The respondent is incorporated as a private non-profit corporation in the State of Washington and has been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service OR is a public corporation, commission, or authority established pursuant to RCW 35.21.660 or RCW 35.21.7301.
- The respondent has a demonstrated capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds that may be awarded under the terms of this RFI.
- A Federal Tax ID number is required to facilitate payments from HSD to the contractor.
- The respondent demonstrates the capability to meet program expenses in advance of reimbursement.

## ADMINISTRATIVE REQUIREMENTS IF CONTRACT IS AWARDED

- Any contract resulting from this RFI will be between the City of Seattle Human Services Department and the applicant organization.
- Contractors will be required to comply with the Terms and Conditions of the Human Services Department Agency Service Agreement (ASA). These requirements shall be included in any contract awarded as a result of the RFI and are not negotiable. A copy of the ASA is available at <http://www.seattle.gov/humanservices/news/default.htm>.
- Contractors will be required to maintain books, records, documents, and other evidence directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of Seattle, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for a period of seven years after completion of work.
- Contractors will document the use of City funds and track and report on the achievement of milestones and indicators.
- Funding will be disbursed through cost-reimbursable contracts in which contractors will submit a narrative report and monthly invoice for program costs incurred.
- Contractors must complete all required reports and billing documentation in a timely manner. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
- All programs funded with Weed & Seed funds must publicly recognize Weed & Seed's contribution to the program.

- Contractors will maintain a public liability insurance policy, which will cover the program naming the City of Seattle as insured.

## INFORMATION AND QUESTIONS

Two information sessions will be held to review the RFI and answer questions. Please plan to attend one of these sessions.

<b>Date</b>	<b>Time</b>	<b>Address</b>
Tuesday, August 29, 2006 Rainier Beach Library	1:30 p.m. – 3:30 p.m.	9125 Rainier Ave S Seattle, WA Ph: (206) 386-1906
Thursday, August 31, 2006 Seattle Police Department Southwest Precinct Community Room	10:00 a.m. – Noon	2300 SW Webster Seattle, WA Ph: (206) 733-9800

If you need further information or have additional questions, please contact Suni Tolton at 206-684-0114 or [suni.tolton@seattle.gov](mailto:suni.tolton@seattle.gov). The RFI is also available electronically at <http://www.cityofseattle.net/humanservices/news/default.htm>. Questions and Answers from each RFI information session will also be posted on the website.

## INSTRUCTIONS TO APPLICANTS

### Proposal Format

Excluding the required attachments, proposal narratives are **not to exceed six (6) pages** (8 ½” X 11”), single-sided, typed or word processed, size 12 font, with 1 inch margins. Proposals will be rated only on information provided in the proposal. Please do **not** include brochures, letters of support, cover letters, etc. Proposals which do not follow the required format will be deemed unresponsive and not rated.

### Content & Rating Criteria

Please organize your proposal according to the following headings. You do not need to rewrite the specific elements below, just the **section titles**.

#### **Application and Budget Forms– 20%**

Proposals must include the Application Form (Attachment #1) and the Budget Form (Attachment #2). Please identify the funding area (Weed & Seed or Drug Free Communities). Agencies may submit proposals for both Weed & Seed and DFC funds; however, a separate proposal and budget must be submitted for each investment area.

#### **Rating Criteria – A strong proposal meets all of the criteria listed below.**

- *Agency meets eligibility requirements and the Application Form is signed and dated by the President of the Board, Executive Director, or someone who has the full authority to legally bind the agency or organization submitting the proposal to the contents of the proposal.*
- *Weed & Seed funding is appropriate for proposed program and Weed & Seed funding leverages other funds.*
- *The investment is cost effective.*
- *The investment is significant enough to be administratively efficient and to yield measurable results.*
- *Budget is realistic, accurate, and adequate to provide proposed services.*
- *Budget includes other funding and in-kind support.*
- *Staff salaries are appropriate and include benefits.*
- *The budget must include a 25% match of cash or in-kind. Match cannot be federal funds.*

#### **Program Design & Service Delivery Objectives – 40%**

Describe proposed services, include:

- Which indicators you plan to address (see page 2)
- What services/activities will be provided
- Service frequency and duration
- How the type and scale of services offered will address the needs, interests, and strengths of your proposed participant population
- How the proposed services are culturally and developmentally appropriate
- What features or approaches make your agency unique among others providing similar services
- The measurement tool(s) you will use to assess and document indicator achievement
- How services will actively partner with law enforcement, residents, and other community-based partners

*(Program Design & Service Delivery Objectives Continued)*

- How services will be accessible to Weed & Seed residents

**Rating Criteria - A strong proposal meets all of the criteria listed below.**

- *If applying for Weed & Seed funds, the overall program design directly addresses youth violence. If applying for Drug Free Communities, funds directly address substance abuse prevention among youth.*
- *Program design includes meaningful partnership with law enforcement and active community involvement*
- *The overall service and indicator levels are appropriate for the proposed client group and investment request.*
- *Agency is specific about the indicators to be achieved and how they are measured.*
- *Program is located within the Weed & Seed site boundaries*
- *If program location is not within site boundaries, program is easily accessible to Southwest Weed & Seed residents*
- *Services include unique features or approaches that enhance service delivery and benefit participants*

**Population –10%**

- Describe the demographics and characteristics of the population(s) you intend to serve.
- Detail the agency's experience and track record working with your intended population.

**Rating Criteria - A strong proposal meets all of the criteria listed below.**

- *Agency proposes to serve high-risk youth who live or go to school in the Southwest Weed & Seed site.*
- *Agency provides a clear profile of the focus population including service needs.*
- *Agency has extensive and effective experience providing violence prevention and/or substance abuse programming to the proposed population.*
- *Agency has ability to successfully engage high-risk youth.*
- *Agency will work with populations who have a history of negative perceptions of interacting with the police, e.g. recent immigrant communities, people of color, non-English speakers.*

**Key Staff – 10%**

- Describe your program staffing and management plan.
- Please describe the qualifications, cultural backgrounds, and experiences that make your staff the best choice for providing developmentally and culturally appropriate direct services.
- Detail your current strategy to retain direct service staff.
- If your agency does not have all of the key people in place, describe your recruitment and hiring plan.
- If applicable, detail work you plan to subcontract to other entities with funds from this RFI.
- Describe your staff's ability to work collaboratively with law enforcement and other community-based partners.

**Rating Criteria - A strong proposal meets all of the criteria listed below.**

- *Agency has sufficient staffing and adequate supervision to ensure a quality experience for youth that will lead to achievement of the desired investment results.*



*(Key Staff continued)*

- *Staff is culturally representative of the participant population with appropriate high-risk youth experience and language skills.*
- *Key staff is comfortable with and has previous experience collaborating with law enforcement.*
- *Management staff have experience training and supervising youth program staff working with high-risk youth.*
- *The agency demonstrates the ability to retain program staff by offering adequate supervision, professional development, competitive wages, benefits, etc.*
- *If applicable, recruitment and hiring plan ensures that staff are in place quickly and culturally representative of the participant population.*
- *If proposal includes subcontracted services, benefit, roles and responsibilities are clear.*

**Community Partnerships – 10%**

- Describe any current/relevant or expected relationships your agency has with community partners, schools, and community residents located in the Weed & Seed area.
- Describe partnerships effectively addressing high-risk youth
- Describe partnerships with law enforcement, the juvenile justice system, and Weed & Seed, if applicable.

**Rating Criteria - A strong proposal meets all of the criteria listed below.**

- *Agency has established working relationships with specific partners and residents serving the Weed & Seed area.*
- *Partnerships show strong history and ability to serve high-risk youth*
- *Agency has strong history or effectively partnering with law enforcement to service high-risk youth.*

**Sustainability – 10%**

- Describe specific actions your agency is taking to address sustainability of the program and agency.
- Describe what technical assistance your agency would be interested in accessing and how it would benefit your program.

**Rating Criteria - A strong proposal meets all of the criteria listed below.**

- *Agency has reasonable and committed plan for sustainability of the program and agency.*
- *Agency has identified specific technical assistance needs and shows strong understanding on how it would benefit the agency.*

## PROPOSAL SUBMISSION

The **original AND ten (10) copies** of proposals must be received **NO LATER** than **5 p.m. on September 29, 2006.**

**Mailed** proposals should be sent to the following address:

**Seattle Human Services Department  
Youth Development and Achievement  
Southwest Seattle Weed & Seed RFI Response  
Attention: Suni Tolton  
700 5<sup>th</sup> Avenue, Suite 5800  
PO Box 34215  
Seattle, WA 98124-4215**

**Hand deliver** proposals to (See Attachment #6):

**Seattle Human Services Department  
RFI RESPONSE – Southwest Weed & Seed  
Attention: Suni Tolton  
Seattle Municipal Tower  
700 5<sup>th</sup> Ave. (5<sup>th</sup> & Columbia), 58<sup>th</sup> Floor  
Seattle, WA 98104**

<b>Original AND 10 Copies</b>	<b>PROPOSAL SUBMISSION CHECKLIST</b>
	Application Form (Attachment #1)
	Budget Form (Attachment #2)
	Proposal Narrative – MAXIMUM Six (6) pages
	<b>REQUIRED ATTACHMENTS:</b> Please label each attachment with your agency's name in the upper right-hand corner.

**Faxed or e-mailed** proposals will **NOT** be accepted. Proposals without ten (10) copies and proposals that are not received by the **5 p.m. deadline** will **NOT** be eligible for consideration. Proposals which do not follow the required format will be deemed unresponsive and **NOT** rated.

## SELECTION PROCESS

This RFI process is competitive. All interested parties must submit a proposal to be considered for an investment. Proposals will be rated based on the rating criteria. The program contact person listed on your completed Application Form (Attachment #1) may be contacted by phone, e-mail, or mail to clarify proposal contents. Interviews with finalists may be scheduled during the week of October 16, 2006. Proposal scores will qualify applicants for interviews. The determining factors for investment recommendations will include interview ratings, and may include reference checks and site visits (if applicable). The rating panel will make investment recommendations to the Weed & Seed Steering Committee and HSD Director. Notification of investment awards will be sent to the Executive Director of the applicant organization.

HSD reserves the right to make an award without further discussion of the proposal submitted. If the proposal is selected for funding, proposers should be prepared to accept the terms they proposed for incorporation into a contract resulting from this RFI. The City also reserves all rights not expressly stated in the RFI, including awarding partial funding and negotiating with any proposer regarding the funding amount and other terms of any contract resulting from this RFI.

## PROPOSER APPEALS PROCESS

Written appeals of decisions may be made to Patricia McInturff, Director, Human Services Department, **700 5<sup>th</sup> Avenue, Suite 5800, P.O. Box 34215, Seattle, WA 98124-4215** within ten (10) working days from the date of the written notification. An appeal must clearly state a rationale based on one or more of the following criteria:

- Violation of policy and guidelines included in this RFI.
- Failure to adhere to publicized criteria and/or procedures in carrying out the RFI process.

For the complete Appeals Process, see Attachment #3.

**City of Seattle Human Services Department  
Southwest Seattle Weed & Seed RFI  
APPLICATION FORM**

**AGENCY INFORMATION**

**Name of Agency** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Zip Code** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Agency Director** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Program Contact** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **E-mail** \_\_\_\_\_

(Program Contact must be available by phone during business hours)

**Legal Status:**

- ☐ Incorporated as a private non-profit corporation in the State of Washington and has been granted 501(c)(3) tax exempt status by the United States Internal Revenue Service;  
IRS Employer Identification Number (EIN): \_\_\_\_\_
- ☐ A public corporation, commission, or authority established pursuant to RCW 35.21.660 or RCW 35.21.7301

**PROGRAM INFORMATION**

**Program Title** \_\_\_\_\_

**Address of Program** \_\_\_\_\_

**Location(s)** \_\_\_\_\_

**BUDGET INFORMATION**

**Program Area (select ONE area)**    \_\_\_ Weed & Seed                      \_\_\_ Drug Free Communities (\$20,000 for 1 program)

**TOTAL AMOUNT REQUESTED:**        \$ \_\_\_\_\_

**Other Funding – Please list fund source and amount (must provide at least 25% match of cash or in-kind)**

\_\_\_\_\_  
**In-Kind – Please list and quantify**

\_\_\_\_\_  
I understand the terms and conditions of the RFI and agree to meet city of Seattle requirements if a contract award is made. All information provided in this proposal is true and accurate to the best of my knowledge. Proposed program design and costs shall be valid until at least December 31, 2007.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Agency Director or Board Chair)

Agency and Program \_\_\_\_\_

2006 Southwest Weed & Seed RFI  
BUDGET FORM

EXPENDITURE ITEM (See Attachment #4 for allowable expenditures)		TOTAL REQUEST
<b>FTE</b>	<b>PERSONNEL – List Position and Hourly Wage</b>	
Personnel Benefits		
<b>TOTAL PERSONNEL COSTS</b>		
<b>SUPPLIES</b>		
Office Supplies		
Operating Supplies		
Minor Equipment (items under \$5,000)		
<b>TOTAL SUPPLIES</b>		
<b>OTHER SERVICES &amp; CHARGES</b>		
Expert & Consultant Services/Contractual Employment/Other Professional Services*		
Telephone		
Postage		
Local Travel		
Training/Education Expense		
Advertising		
Printing and Duplicating		
Insurance		
Public Utility Service		
Repairs and Maintenance		
Rentals - Buildings		
Rentals - Equipment		
Other Expenses*		
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		
<b>TOTAL BUDGET REQUEST</b>		

**\*Budget Detail**

Item	Amount
<b>EXPERT &amp; CONSULTANT /CONTRACTUAL/OTHER PROFESSIONAL SERVICES</b>	
<b>OTHER EXPENSES</b>	

**City of Seattle Human Services Department  
Proposers Appeals Process**

A proposer is any legal entity that has responded to a formal process (Request For Investments, Request For Qualifications, bid requests, notice of funding availability or similar process) conducted by the Human Services Department in soliciting applications for the provision of defined services.

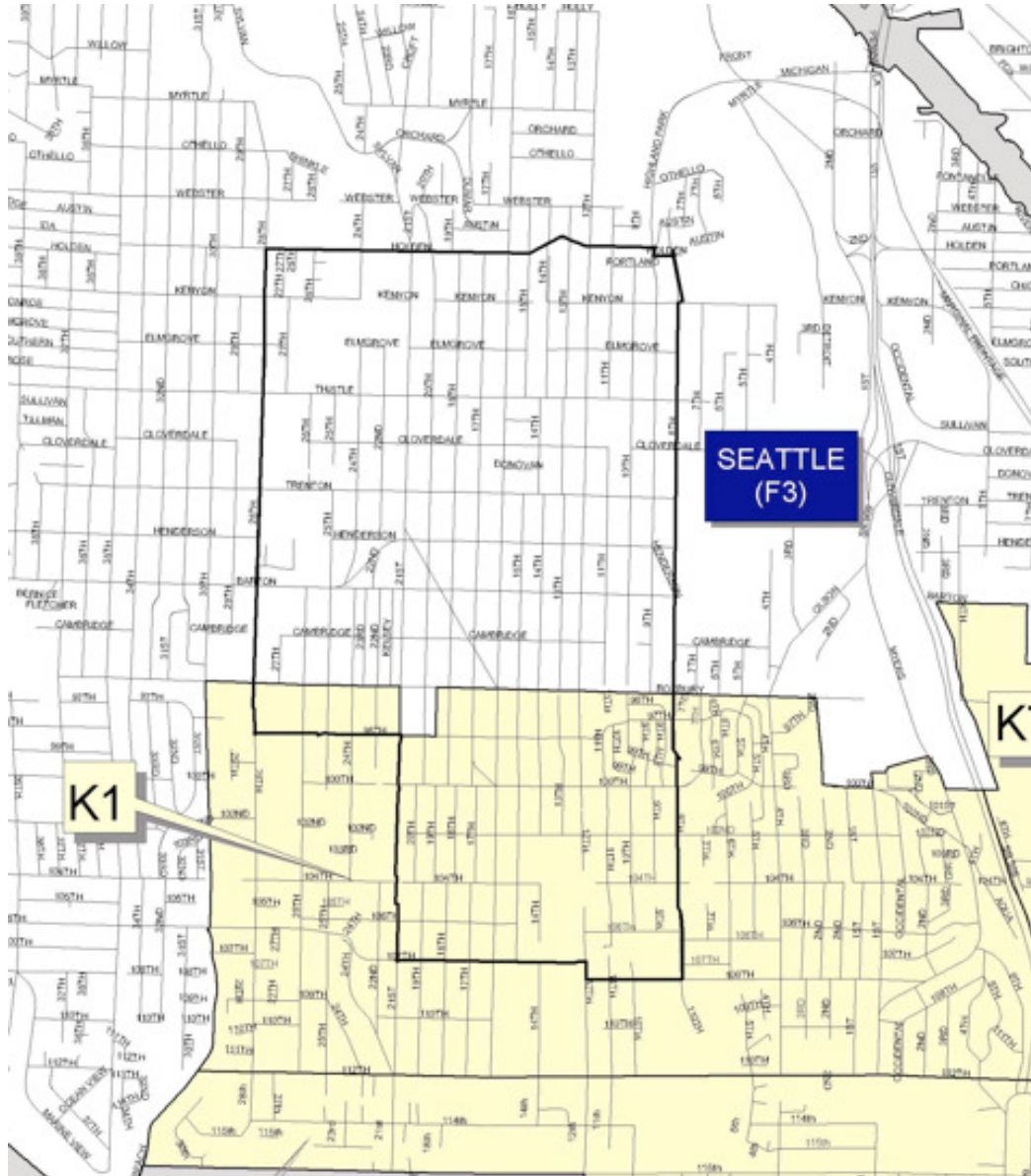
1. The Human Services Department (HSD) will notify all proposers in writing of the acceptance or rejection of the proposal, and, if appropriate, the level of funding to be allocated.
2. Within ten (10) working days from the date of the written notification, the proposer may submit a written appeal to the Director of HSD. The basis for the appeal must address one or more of the following criteria:
  - Violation of policies or guidelines established in the RFI.
  - Failure to adhere to published criteria and/or procedures.
3. The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision of the HSD Director will be made within ten (10) working days of the receipt of the appeal. The HSD Director's decision is final.
4. If an appeal is filed, no new contracts resulting from the solicitation may be finalized until the appeal process is completed or the appeal resolved. An appeal may not prevent HSD from issuing an interim contract for services to meet critical client needs.

## Bars Classification of Expenditures

1000	PERSONNEL SERVICES – Includes expenses for salaries, wages, and related employee benefits provided for all persons employed by the agency.		
	1100	Salaries & Wages – Fees paid for personal services rendered.	
		1110	Salaries (Full- Part-Time) – Salaries and wages paid for services rendered by full- part-time employees.
		1190	Other Salaries & Wages – Salaries and wages paid for services performed by work study, temporary and intermittent employees.
		1220	Overtime – Fees paid in addition to regular salaries and wages for services performed in excess of regular work hour requirements.
	1300	Fringe Benefits – FICA, Pensions & Retirement, Health Care, Dental, Unemployment Compensation, Industrial Insurance & Medical Aid	
2000	SUPPLIES – Includes articles or commodities which are consumed.		
	2100	Office Supplies – Supplies and materials that are to be used in the office. <i>Examples: office stationery, forms and small items of equipment (value under \$5,000, except computers and software).</i>	
	2200	Operating Supplies – Supplies used to fulfill the needs of operations	
	2300	Repairs & Maintenance Supplies – Supplies used in repair and maintenance. <i>Examples: building materials &amp; supplies, paints &amp; painting supplies, plumbing supplies, motor vehicle repair &amp; small tools.</i>	
	2500	Fuel Cost – gas, diesel, heating	
	2600	Minor Data Processing Items	
		2610	Personal Computer & Printer s – Value per item over \$1,000 and under \$5,000.
		2620	Software Purchases – Under \$5,000 per item.
3000-4000	OTHER SERVICES & CHARGES		
		3100	Expert & Consultant Services – Services performed on a non-recurring basis. <i>Examples: auditing services, accounting services, special legal services and other individual and one-time services.</i>
		3140	Contractual Employment – Fees paid to individuals or businesses for temporary or short-term services.
		3150	Data Processing – All data processing charges.
		3190	Other Professional Services – Professional services not covered in the above classifications. <i>Examples: Janitorial services, protective services, and other professional services.</i>
		3210	Telephone – Includes installation, long distance, directory service & local telephone service costs.
		3220	Postage – Includes all meter postage, stamps, postal permits, etc.
		3290	Other Communications – Includes Western Union costs.
		3300	Automobile Expense – Includes lease and motor pool charges.
		3310	Convention & Travel – Includes transportation, meals and lodging expenses incurred by the employee in the performance of official duties. A convention and travel authorization signed by your Executive Board must accompany any check paying convention and travel expenses.
		3320	Private Auto Allowance – Includes lease and motor pool charges.
		3390	Other Transportation Expense – Transportation expenses not covered in the above classifications.
		3400	Advertising – Includes cost of advertising, publication of public notices, and other such items.
		3500	Printing & Duplicating – Includes printing, duplicating and/or binding of books, pamphlets, newsletters and other reading materials.
		3600	Insurance – Includes all insurance premiums except what is applicable to Personnel Services.
		3700	Public Utility Services – Includes Washington Natural Gas, City Light, Water, Garbage, Sewer and Puget Power.
		3800	Repairs & Maintenance – Includes all services required in the maintenance of all equipment, machinery, buildings and improvements.
		3900	Rentals – This classification should include all types of rentals. <b>Examples:</b> Rental of office equipment, land, buildings, movie rental fees, and machinery and equipment rental charges.
		4210	Education Expense – Includes tuition, travel and living expenses of employees sent to educational programs or schools.
		4290	Other Miscellaneous Expenses – Includes other miscellaneous expenses not covered in the preceding classification.

## Southwest Seattle Weed & Seed Site Boundaries

- North: Southwest Holden Street
- East: 8<sup>th</sup> Avenue Southwest
- West: 28<sup>th</sup> Avenue Southwest & 20<sup>th</sup> Avenue Southwest
- South: Southwest 107<sup>th</sup> & 108<sup>th</sup> Streets





## CITY OF SEATTLE HUMAN SERVICES DEPARTMENT DIRECTIONS

Our offices are located in the Seattle Municipal Tower (pictured on the left) at:

700 5th Ave (5th & Columbia)  
58th Floor  
Seattle, WA 98104

Use the building's primary entrance on the 5<sup>th</sup> & Columbia side. Upon entering, you will see Starbucks on the left. There are four banks of elevators on to the right of Starbucks. Go to the first bank which is labeled for floors 40-61. Enter these "express" elevators which will take you to the 40<sup>th</sup> floor. Upon reaching the 40<sup>th</sup> floor, you will need to transfer to additional elevators that go to floors 52-61. Just turn left out of the elevators and follow the signs.

Our building is easily accessible by bus or car. For information on bus routes that service the downtown Seattle area, visit <http://transit.metrokc.gov>. If you are driving:

### From driving north on I-5:

- Take the Madison Street exit.
- Turn left on Madison to Fifth Avenue.
- Go one block and turn left onto Marion.
- Then, turn right onto Sixth Avenue.
- Enter Seattle Municipal Tower Garage off of Sixth Avenue, immediately past Columbia Street.

### From driving south on I-5:

- Take the James/ Columbia Street exit.
- Enter Seattle Municipal Tower Garage off of Sixth Avenue, immediately past Columbia Street.

